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Executive Registry

2-4831

~~Security Information~~

MEMORANDUM FOR: Assistant Deputy Director (Administration) 14 Jan. 52
SUBJECT : Central Processing Branch

1. As requested, I checked into the status of the Central Processing Branch and obtained the following information:

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a. Originally the Central Processing Branch was staffed by the detail of [redacted] people--[redacted] each from Personnel, Finance and Administrative Services. As the work load increased, it was necessary for personnel to furnish two more employees and Finance one more. The total number of employees now working in this branch is [redacted]. It appears that this is still not sufficient to carry on the work load of an expanding office and a request has been submitted for an increase of [redacted] more employees.

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b. This branch has had a space problem since activation. However, within three weeks they will be moving from the second to the first floor in Building "I". This will give them the equivalent of four bays which is the minimum amount of space required for this type of operation.

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c. There has been no rotation of personnel as of this date. I informed Mr. [redacted] that he should submit his objections through channels if there is any move in this direction.

d. A complete study of the Central Processing Branch with recommendations has been submitted to the Acting Personnel Director. Upon approval a table of organization will be established and employees will then actually be assigned to the branch and controlled accordingly. This will relieve any rotation problem.

e. There is a definite need for an outside unlisted telephone which will not go through the Agency network. I suggested to Mr. [redacted] Chief, Central Processing Branch, that a requisition for this phone be submitted to proper authorities. I also recommended that they request installation of an intra-office communication system with a possibility of installing two more extensions.

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2. As soon as the Central Processing Branch can move to their larger area, obtain their own T/O with necessary increases, and accomplish personnel adjustments, they will be in a better position to meet the travel requirements of this Agency.

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Special Assistant to the DD/A

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